



ROW Encroachment Permit Requirements

Building & Planning Department

P. O. Box 247
186 Hwy 441 Bypass, Baldwin, GA 30511

- Step 1.** **Verify Scope of Work is within the City of Baldwin.** This permit is only applicable to streets and roadways that are classified as City of Baldwin right-of-way. For utility encroachment projects affecting County right-of-way, please contact either Habersham or Banks County for a respective right-of-way.
- Step 2.** **Utility Registration.** Each utility who occupies, uses or has facilities in the City rights-of-way, including by lease, sublease or assignment, to operate facilities located in the City right-of-way, unless specifically exempted by the state or federal law or this city, shall file a Registration Statement with the City Clerk's Office.
- Step 3.** **Review the Right-of-Way Encroachment Ordinance #2024-04141.** Available online at www.cityofbaldwin.org/documents or upon request. Includes all provisions and requirements for the permit submission process.
- Step 4.** **Complete the Right-of-Way Encroachment Permit Application and Include:**
- a.) **Construction Drawings** – Two (2) sets on 11" x 17" and one PDF digital copy, either by email or on a USB drive. Please see Ordinance [#2024-04141](#), Section 12(2) for required information.
 - b.) **Indemnity Bond** – In an amount to be set by the City to pay any damages to any part of the City roads or other City property, City employee, or member of the public caused by activity or work performed under the issued permit.
 - c.) **Copy of Registrant's Certificate of Authority** – Or other acceptable evidence of authorization to operate from the Georgia Public Service Commission and/or the FCC and any other similar approvals, permits, or agreements; and
 - d.) **Copy of Service Agreement** – Or other legal instrument that authorizes the utility to use or occupy the right-of-way for the purpose described in the application.
- Step 5.** **Submit Complete Permit Packet** – Packets may be dropped off at Baldwin City Hall, 186 Highway 441 Bypass, Baldwin, GA 30511 during regular operating hours of 8:30 am – 4:30 pm, Monday through Friday (not including holidays). Packets may also be delivered by USPS or other shipping methods (UPS, FedEx, etc.). Faxed or emailed packets will not be accepted.
- Step 6.** **Application Packet Review** – Applicants will be notified of permit approval or denial within 15 days of permit submittal, following review by the City Clerk's Office and Public Works Director. Application packets found to be incomplete or containing information not in compliance with the City of Baldwin's standards may require additional information/submittals until the packet is found complete and in compliance.
- Step 7.** **Permit Pickup** – When contacted by the City Clerk's Office that the permit is ready for issuance, a return visit to Baldwin City Hall is necessary for payment. Payments will not be accepted over the phone except in exceptional circumstances and with approval of the City Clerk. Remit the appropriate permit fees – Cash, check, and card are accepted (with a 4% service fee on all card transactions).
- Step 8.** **Notice of Work Required** – Applicant/Contractor shall notify the City of Baldwin Public Works Department at least 48 hours prior to beginning work.
- Step 9.** **Complete Scope of Work Authorized by Permit**
- Step 10.** **Notice of Completion Required** – Applicant/Contractor shall notify the City of Baldwin Public Works Department no later than 48 hours after the completion of work.